

Training

CADET PROGRAM OPERATING INSTRUCTION

This operating instruction prescribes procedures for conduct of the Wisconsin Wing Cadet Advisory Council.

1. Purpose. The purpose of Wisconsin Wing's Cadet Advisory Council (CAC) is to provide an organization through which Wisconsin's cadets may gain leadership experience at the wing level; aid the Wing Commander and the Wing Director of Cadet Programs in monitoring and implementing the cadet program; make recommendations to the wing staff for the improvement of the cadet program; and implement wing cadet-oriented special projects.

2. Duties of Membership.

a. Chairperson. The CAC chairperson is responsible to the Wing Director of Cadet Programs for the supervision of the CAC membership, to include:

- (1) Preparing agenda for CAC meetings.
- (2) Issuing a radio message, notifying all members ten days prior to each meeting.
- (3) Inviting appropriate guests to council meetings.
- (4) Appointing committees and committee chairpersons, as needed.
- (5) Disbanding committees when either their objectives have been reached or their services are no longer needed.
- (6) Coordinating all CAC membership activity.
- (7) Tasking members with meaningful projects designed to achieve council and wing cadet program objectives.
- (8) Submitting council recommendations to the Wing Director of Cadet Programs.
- (9) Communicating with the Wing Director of Cadet Programs and/or CAC Advisor at least once between council meetings.
- (10) Representing the council at all official functions.
- (11) Calling for a vote on major council action and counting votes.

b. Vice Chairperson. The CAC vice chairperson is responsible to the CAC chairperson for assisting him/her in administering CAC activities, to include:

- (1) Ensuring all CAC members are appointed on CAP Form 2a.
- (2) Approving council meeting minutes.
- (3) Initiating official CAC correspondence.
- (4) Ensuring that all required reports are received in a timely manner.
- (5) Acting as liaison between committees and the CAC chairperson, as needed.
- (6) Evaluating the effectiveness of each CAC meeting.
- (7) Providing meeting leadership in the absence of the CAC chairperson.

c. Recorder. The recorder is responsible to the CAC chairperson for:

- (1) Preparing a roster of council members.
- (2) Maintaining accurate records of:
 - (a) Attendance
 - (b) Meeting Minutes
 - (c) Reports Status
 - (d) Membership
- (3) Completing official council correspondence.
- (4) Distributing meeting minutes to National Headquarters, Region Headquarters, and Wisconsin Wing Headquarters (WICP) and units after each meeting.
- (5) Providing meeting leadership in the absence of the CAC chairperson and the CAC vice chairperson.

d. Committee Chairperson. The committee chairperson is responsible to the CAC chairperson for supervising committee members, to include:

- (1) Preparing committee meeting agendas.
- (2) Scheduling at least one committee meeting between each council meeting.
- (3) Submitting written committee reports to the CAC vice chairman, to include:
 - (a) Staff study report on the problem or assignment.
 - (b) Proposed council projects related to the study area.

e. Representatives and Alternates. The representatives and alternates are responsible to the CAC chairperson and their unit commanders for:

- (1) Attending all meetings.
- (2) Participating in committee work.
- (3) Expressing their views and concerns of the cadets they represent on the topics discussed.
- (4) Reporting to his/her unit on council proceedings and activities.
- (5) Recommending agenda additions to the CAC chairperson.
- (6) Notifying the CAC recorder, prior to the meeting, if his/her unit will not be represented.

f. Member Removal and Replacement. Should the performance of any council member or alternate be deemed substandard, the council will recommend his/her removal to the appointing authority. Recommendation for removal may result from:

- (1) Two or more unexcused absences.
- (2) Two or more absences without sending an alternate.

If two-thirds of the council votes to recommend removal of a member, the council chairperson will notify the appointing authority (unit commander) of the council's recommendation.

g. Council Officer Removal and Replacement. Should the council, by a two-thirds vote, find a council officer's performance to be substandard (see above), the council will send a letter to the Wing Director of Cadet Programs recommending removal of that officer. If the recommendation for removal is approved, an interim election will be held.

3. CAC Composition. Membership consists of five categories:

- a. Council Officers:**
 - (1) Chairperson
 - (2) Vice Chairperson
 - (3) Recorder

b. Unit Representatives. Two representatives are authorized per unit. One shall be designated as "primary" and the other as "alternate." Representatives are required to attend council meetings. Note: A unit is defined as a cadet or composite squadron or flight.

c. Committee Chairpersons. Committee chairs are appointed as needed by the CAC chairperson to lead certain staff studies, discussion activities, and council projects.

d. Representatives at Large. These are cadets who are not appointed as unit representatives, but who wish to actively participate in council activities. Such cadets are encouraged to participate in discussions and in CAC committees.

e. Corresponding Representatives. These are unit representatives who are unable to commute to council meetings. They will send their views, unit concerns, and votes by mail to the CAC recorder prior to the start of each meeting.

4. Voting. Each unit representative and council officer has one vote. The CAC chairperson will normally not vote. In the case of a tie, the CAC chairperson will cast the deciding vote. All other voting will be done by secret ballot.

5. Election of Officers.

a. Elections will take place at the first meeting after 1 July and follow regular voting procedures.

b. Any primary representative or current CAC officer is eligible for nomination.

c. Those elected will take office coincidental with the National Board Meeting adjournment.

d. Interim elections will be held if an officer resigns or is removed.

6. Convention of the Wing CAC. The Wing CAC will convene at such times and places as are scheduled by the CAC chairperson, at least six times annually.

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